

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		<b>Schedule No.:</b> 1943  <b>Page 1 of 2</b>
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		
<b>Agency:</b> University of Maryland College Park		<b>Division/Unit:</b> Maryland 4-H Foundation, Inc.
Item No.	Description	Retention
1	General Files - Alpha, subject, administrative, and chronological correspondence containing original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of the Maryland 4-H Foundation, Inc.	Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept by the Maryland 4-H Foundation, Inc. for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland, College Park for permanent retention.
2	Financial Records - Internal account records (copies of requisitions, invoices, packing slips, and receipts), contract items, bank statements and reconciliations, checkbook data, special payments, periodic financial statements, insurance material, inventory data, budget items including amendments, estimates, and other data.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the Maryland 4-H Center. Office of Record for remaining material is Procurement and Supply, Office of the Comptroller, or Budget and Fiscal Analysis.
3	Program and Fundraising Material - results of contests, program information, and financial records related to program and fundraising events.	Retain financial records for three years and until audit requirements are met, then destroy. Forward program and fundraising information to University Archives at the University of Maryland, College Park for permanent retention.
4	Endowment Material - memorandums of understanding, historical information on families, and financial statements.	Retain financial records as long as endowment is in force, then destroy. Forward memorandums of understanding and historical information on families/recipients to University Archives at the University of Maryland, College Park for permanent retention.
Authorized by Department Head or Designated Representative Signature: <u>[Signature]</u> Title: _____ Date: <u>Aug 4, 1997</u> Authorized by Vice President of Administrative Affairs Date: <u>August 12, 1997</u> Signature: <u>Charles F. Stutz</u> <i>CF</i> Type Name: <u>Charles F. Stutz</u> Title: <u>V. P. for Ad. Affairs</u>		Schedule Authorized by State Archivist  Date: <u>SEP 18 1997</u> Signature: <u>Edward C. Papenfuss</u>

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		<b>Schedule No.:</b> 1943
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>		<b>Page 2 of 2</b>
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
5	<p>Board of Directors Meeting Minutes - policy issues and other data relating to operation of the Maryland 4-H Foundation.</p> <p><b>If University of Maryland, College Park Archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.</b></p>	<p>Maryland 4-H Foundation to retain for 5 years, then send to University Archives at the University of Maryland, College Park for permanent retention.</p> <p><b>* Until audit requirements are met means 3 years for state-related documents, 3 years for non-monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.</b></p>

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>5</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Maryland 4-H Foundation, Inc.	
DEFINITION - RECORD SERIES:		A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.			
4. RECORD SERIES TITLE General Files				5. EARLIEST YEAR/LATEST YEAR 1959 TO 1997	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Alpha, subject, administrative, and chronological correspondence containing original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of the Maryland 4-H Foundation, Inc.					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>10</u> NUMBER         </div> <div> <input type="checkbox"/> FILE DRAWER(S)  <input type="checkbox"/> MICROFILM(S)  <input type="checkbox"/> COMPUTER TAPE(S)  <input checked="" type="checkbox"/> OTHER (SPECIFY)  <u>File Boxes</u> </div> </div>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>1</u> NUMBER         </div> <div> <input type="checkbox"/> MONTH(S)    <input checked="" type="checkbox"/> YEAR(S)         </div> </div>			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 800, First Floor, Rooms 1102 and 1165		14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, CITE LAW(S) &amp; REGULATIONS)</small>  Please see statement below.		16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION  Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept by the Maryland 4-H Foundation, Inc. for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland, College Park for permanent retention.			
19. NAME AND TITLE OF PREPARER Jennifer Beard Business Manager		20. TELEPHONE NUMBER  (301) 403-4248		21. DATE  July 1, 1997	

\* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.  
**Please contact the President's Legal Office at (301) 405-4945 with inquiries.**

<b>INSTRUCTIONS:</b> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		<b>UNIVERSITY OF MARYLAND</b>  <b>COLLEGE PARK</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>2</u> OF <u>5</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Maryland 4-H Foundation, Inc.	
<b>DEFINITION - RECORD SERIES:</b> A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Financial Records				5. EARLIEST YEAR/LATEST YEAR 1985 TO 1997	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Internal account records (copies of requisitions, invoices, packing slips, and receipts), contract items, bank statements and reconciliations, checkbook data, special payments, periodic financial statements, insurance material, inventory data, budget items including amendments, estimates, and other data					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>1</u> NUMBER         </div> <div> <input checked="" type="checkbox"/> FILE DRAWER(S)  <input type="checkbox"/> MICROFILM(S)  <input type="checkbox"/> COMPUTER TAPE(S)  <input type="checkbox"/> OTHER (SPECIFY)  <b>3 Shelves &amp; 26 Boxes</b> </div> </div>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>3</u> NUMBER         </div> <div> <input type="checkbox"/> MONTH(S)    <input checked="" type="checkbox"/> YEAR(S)         </div> </div>			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 800, First Floor, Rooms 1102 and 1165		14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO BFA, Comptroller, Procurement & Supply			
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, CITE LAW(S) &amp; REGULATIONS)</small>  Please see statement below.		16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION  Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the Maryland 4-H Center. Office of Record for remaining material is Procurement and Supply, Office of the Comptroller, or Budget and Fiscal Analysis.			
19. NAME AND TITLE OF PREPARER Jennifer Beard Business Manager		20. TELEPHONE NUMBER  (301) 403-4248		21. DATE  July 1, 1997	

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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Program and Fundraising Material				5. EARLIEST YEAR/LATEST YEAR <u>1959</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Results of contests, program information, and financial records related to program and fundraising events					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE  <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <u>3</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____  10. ANNUAL ACCUMULATION  <u>1</u> <input type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>File Box</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 800, First Floor, Room 1102			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Comptroller		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please see statement below.			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
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1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Maryland 4-H Foundation, Inc.	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Endowment Material				5. EARLIEST YEAR/LATEST YEAR <u>1959</u> TO <u>1997</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Memorandums of understanding, historical information on families, and financial statements					
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11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 800, First Floor, Room 1102			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please see statement below.			16. AUDIT REQUIREMENTS  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Board of Directors Meeting Minutes				5. EARLIEST YEAR/LATEST YEAR 1985 TO 1997	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)  Policy issues and other data relating to operation of the Maryland 4-H Foundation					
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11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>5</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM)  Building 800, First Floor, Room 1165		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)  Please see statement below.		16. AUDIT REQUIREMENTS  <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
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